



Standard Garrison Organization (SGO) Update 1 November 2006 USAG Vicenza





<u>Our Mission</u>: Provide support operations and services for the Vicenza military community to sustain Soldier readiness, family support, and customer service. Synchronize preparation of Split basing infrastructure and resources to receive and support Soldiers and their Families.





TABLE OF CONTENTS

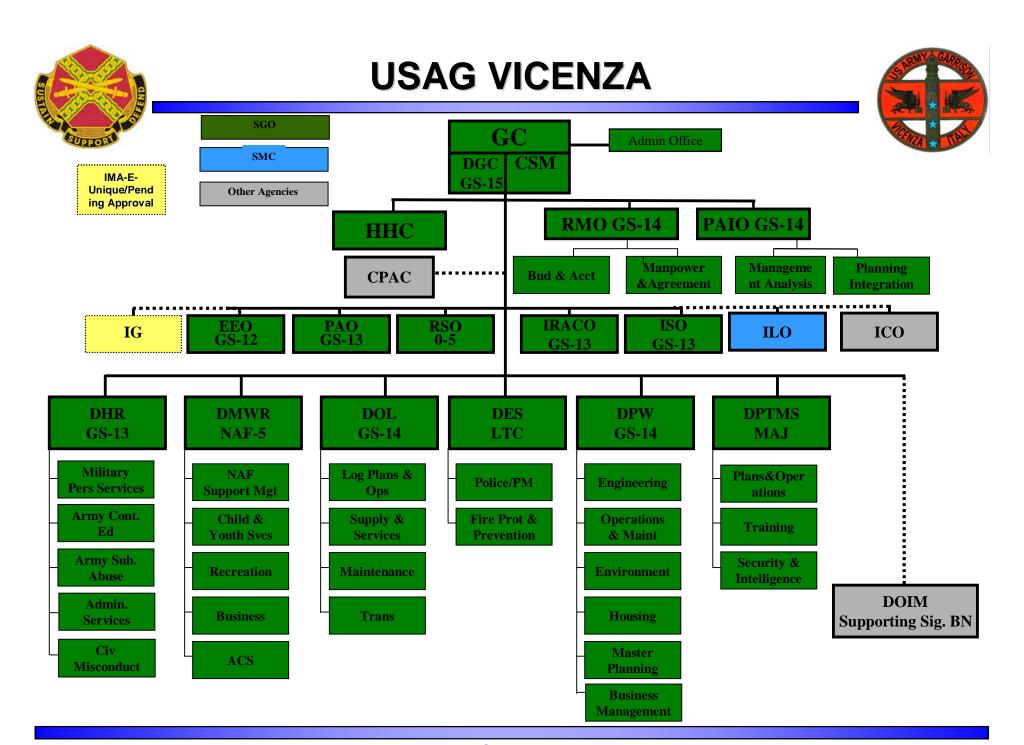
- I. SGO Implementation update
- II. Current state Vicenza
- III. Directorate specific charts
- IV. Way ahead
- V. Comments





SGO IMPLEMENTATION UPDATE

- Latest IMA-E guidance #3 (2 Dec. 05) incorporated.
- SGO Checklists are being reviewed by IMA-EURO, awaiting further guidance.
- DES grade structure announced, slides updated.





HUMAN RESOURCES (DHR)



Director GS-13



- Staffing
- Employee Services
- Classification
- Workforce Reshape
- Employee Development
- NAF CPO
- Labor/Mer
- * Command & Control to CPOCMA;
 Operational Control to GC

Civilian Misconduct Action Authority

GS-11

SGO

EURO UNIQUE

FOA

SMC

OTHER COMMAND

Administrative Services Div (ASD) GS-12

- Army Records Info Mgmt System (ARIMS)
- Official Mail & Distribution
- Army Correspondence
- Freedom of Info Act
- Army Privacy Program
- Rulemaking Dictionary of US Army Terms
- Auth Abbreviations & Brevity Codes
- Compilation of Army Addresses
- Office Symbols
- Research of Unit Records Program
- Mgmt Info Control
- Declass of records over 25 yrs old
- Printing & Pubs
- Community Mail Room (CMR)

Military Personnel Div (MILPER)**

GS-12

- ACAP Services (Reports to IMA-EURO)
- Casualty Operations
- DEERS/RAPIDS/CAC/ID Card Services Passports/Soggiorno's
- Personnel Actions
- Personnel Processing
- Retirement Services
- Retiree Service Officer
- Separation/Transition
- Awards/Decorations
- Promotions/Reductions
- Evaluations
- Retirement Services Officer
- ** May be co- mingled MTOE/TDA structure with FORSCOM/OCONUS Mission Commands

Army Continuing Education Div (ACES) GS-12

- Basic Skills
- High School Completion
- APT Testing
- Educational Testing
- Counseling
- ALC/Computer Labs
- Tuition Assist
- College Crs
- Education in Deployed Sites
- Head Start
- NCO Ldr Dev
- Workforce development

Army Substance Abuse Div (ASAP)

- Biochemical Testing
- Prevention & Education
- Employee Assistance Program
- Risk Reduction Program
- Program Mgmt
- Counseling ***

*** Under negotiation for transfer from IMA-E to MEDCOM in Europe



MORALE, WELFARE & RECREATION (DMWR)

Director_NE-5-



NAF SUPPORT MANAGEMENT,

Acting NF-4*

- Naf financial management
- Marketing
- Naf major construction (requirements determination)
- Private org
- Commercial sponsorship
- Naf property mgmt
- Int rev/mgt Ctrls
- Naf supply warehouse & maintenance
- Public private ventures
- Info technology
- Naf contracting
- Value added tax (UTEP)

CHILD & YOUTH

, NF-4*

- Child development centers
- · Family child care
- School age services
- Youth centers
- Teen centers
- Youth sports and fitness
- Youth ed supp services
- School liaison services
- Outreach services
- Program support services
- Child and youth services construction

RECREATION

, Acting NF-4*

- Sports & fitness
- Entertainment
- Automotive
- Parks & picnic areas
- Library
- Arts & crafts
- Community activity centers
- Better opportunities for single soldiers (boss)
- Outdoor recreation
- Leisure travel
- Special events

BUSINESS

NF-4*

- Golf
- Clubs
- Food & bev
- Bowling
- Theme restaurants
- Rod & gun clubs
- Lodging operations
- NAF recycling
- MWR training & development ctr

ACS GS-12

- Fin readiness
- Family advocacy program (fap)
- Relocation
- Deployment pgm & mobilization
- Info & referral
- Exceptional family member program (efmp)
- Family member employmt asst program
- Instal vol svc
- Army family team building (aftb), community life program (clp),
- Army family action plan (afap)
- · Army emergency relief (aer)

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 Although SGO determined NF-5 pay grades for MWR division chiefs, position descriptions have not yet been approved



PLANS, TRAINING, MOBILIZATION AND SECURITY (DPTMS)



LTC

PLANS/OPS

GS-12

- APFP planning
- Mobilization
- Contingency plans
- Military support to Civil auth
- Cmd inspec pro (cip)
- Taskings
- · Stationing and force dev
- Ceremonies
- Installation operations center (ioc)
- Emergency operations (C²)

TRAINING

- Range/ta control
- Training support
- Training & simulation integration
- Tasc
- Museum
- Distance learning
- Rc support
- Training ammunition management
- Mil schools

SECURITY & INTEL

GS-12

- Persec
- Infosec
- Sec awareness (ed & training)
- Industrial sec

AIRFIELD

- Airfield operations
- Atc/tower
- Weather detachment
- A/f services (fuel/navaids)
- Security
- Airfield safety

SGO

SMC



EMERGENCY SERVICES (DES)



Major

POLICE/PM MAJ

Union Representative

- Police services
- Vehicle/weapons registration
- Traffic
- Military police investigation
- Awol/deserter
- Special reaction team
- Mp desk/e-911
- Mwd/k-9
- Evidence room
- Reporting/sir
- Discipline control board
- Customs
- Coordination w/cid
- Police intel
- Law enforcement support to contingency missions
- Game warden
- Physical security
- · At/fp tasks execution
- Homeland security task execution
- Integrated commercial intrusion detection system (icids)
- Crime prevention (snap/dare)
- Csg management
- Emergency service liaison (hn police, medical, fire)
- Drug suppression/interdiction
- Installation access control

FIRE PROTECTION & PREVENTION

U-Q2

- Fire prevention & protection training
- Fire alarm maintenance
- Fire suppression for structural/arff/ wild land fires
- Hazmat and rescue/confined space teams
- Chemical biological response (cbr) teams
- Emergency medical team (by default of hospital)
- Construction and srm project review
- Fire alarm communication center
- Fire prevention and awareness program
- Fire&emergency service equipment program
- Liaison responder with host nation
- Fire risk surveys (facility inspections)
- Fire investigations/reports
- Building manager program

SGO

SMC

NOT REQUIRED



LOGISTICS (DOL)



GS-13 (acting GS-14)*

LOG PLANS & OPERATIONS

GS-12

- Logistical supporting plans
- Technical support to (baseops) stamis
- Technical support to (tactical) stamis(LAD)
- Qasas program
- Command supply mgmt reviews
- Logistics award programs
- Hazardous materials management plan

* RPA submitted

SGO EURO UNIQUE FOA SMC

SUPPLY & SERVICES

GS-12

- Ammo supply
- Ammunition supply point (ASP) management
- Central receiving point (CRP) operation
- Packing & crating
- Garrison authorized stockage list (asll)
- Hazmart
- Property book operations
- Central issue facility (CIF)
- Organizational clothing individual equipment (OCIE)
- Food service
- Troop issue supply activity (TISA)
- Laundry & dry cleaning support
- CI III support
- Warehouse operations
- Furniture repair
- Self service supply center (SSSC/Office store AAFES)
- SSA
- Blocking, bracing, tie down materials
- Hazardous reuse center
- Supply support services

MAINTENANCE**

GS-12

- Base operations maintenance
- Tactical maintenance
- IMMA operations
- Cpcp/carc programs
- Condition classification of materiel
- Property mwo & warranty programs
- Tactical mwo & warranty programs
- Test measurement and diagnostic equipment (tmde) support
- Transportation motor pool (TMP) equipment maintenance
- National maintenance program management
- ** No maint div except USAG Vicenza

TRANSPORTATION

GS-12

- Central travel office
- Household goods, personnel & cargo movement
- Local drayage operations
- Non-tactical vehicle support
- Installation transportation office (ITO)
- Transportation motor pool
- Movement planning, A/DACG
- Railhead operations
- License equipment operators
- Hazmat shipments
- Agriculture/customs clearance inspections(30-30 program for HHG)***
- Bus tender services
- Custom (customs clearance for intertheater gov cargo moves (AE-302-1 program)***
- Fuel coupon management
- Installation container control officer
- Port support activities
- POV storage icw deployments
- POV training/ testing/licensing
- Deployment information
- Validate auels



PUBLIC WORKS (DPW)

GS-14



OPERATIONS & MAINTENANCE

U-1QX

- Facility maintenance & minor repair
- Building maintenance
- Facility repairs
- · Improved grounds maintenance
- Unimproved grounds maintenance
- Maintenance of surface areas
- Maintenance of bridges & dams
- Maintenance of utility plants & Agriculture lease systems
- · Maintenance of railroads
- · Snow & sand removal
- Pest control program & operations
- · Non-hazardous waste management/operations
- · Waste water operations
- Water production
- Power/heat production
- Utility usage & payments

procurement of utilities and facility fuels

- Engineer equipment
- Energy conservation program
- Supply operations
- Self help operations

ENVIRONMENTAL

GS-12

- Pest control program oversight
- Conservation
- Partner with itam
- Environmental restoration
 Housing referral service
- · Compliance programs
- Pollution prevention program
- Environmental audits
- Inrmp & icrmp
- · Forestry mgmt
- Training programs
- · Law & regulation implementation
- Environmental management system (ems) implementation and execution
- Environmental office support to logistics hazardous material management program

Union Representative

HOUSING

GS-13

- Family housing · Housing inventory
- · Housing budget management
- Housing furnishings & appliances
- Gfog annual and long range plans
- Occupancy maintenance coordination
- Housing inspections
- Uph housing
- Sbea & bog inventory
- Uph furnishings & appliances
- Leased housing program

ENGINEERING

GS-13

- Facility eng services
- Statutory & regulatory requirement execution
- Contract quality assurance
- Cadd/gis functions
- Annual contract design construction plan
- · Installation custodial services
- Minor construction
- Military construction
- Joc

GS-13

- Facilities reduction
- At/fp engineering

Real Estate

Real estate services and

leases/(built to lease)

 Engineering procurement

MASTER PLANNING

GS-12

- · Installation master planning
- · Gis mapping
- Real property management
- · Architectural design
- Installation design guide

Transformation Project Management Office **GS-13**

- Infrastructure modularity pgm
- Develop sustain Vicenza 20/20 master plan
- Manage build to Lease housing
- Aviano Abn deployment facility

BUSINESS OPERATIONS / INTEGRATION

GS-12

- Annual work planning, prioritization. & execution
- Work reception & scheduling
- Installation facilities system operation (ifs-m)
- Installation status reporting (isr) part 1, part 2, and part
- Activity based costing/management
- Common levels of support accountability
- A-76 contract quality assurance
- Business engineering
- Reimbursable work planning, integration and execution.

SGO

FOA

Temporary office until 2010/11



INFORMATION MANAGEMENT (DOIM)*



*Supporting Signal. BN(509th)

BUSINESS

- Administration and policy
- Information technology training services
- Coop development and design services

COMMUNICATIONS

- Wireline; communications, voicemail, network management
- Special purpose services
- Remote access, wireless, transmission ops, operator services
- Military affiliated radio system (mars) services
- Video teleconferencing (vtc)
- Garrison directory services
- Communications sys spt services
- Comsec services

OPERATIONS

- Enterprise spt
- Web (internet) and web access and server ser
- Computer/data systems and networks
- Continuity of ops (coop) implementation
- Siprnet, niprnet/internet
- Electronic messaging, db admin & software spt
- Network svc spt, including unique networks
- Information assurance program
- Vulnerability alert (iava) program
- Dod public key infrastructure (pki)

CUSTOMER SUPPORT

- Visual info (vi) admin activities
- Graphic/electronic imaging ser
- Vi media spt to msn tng



INSTALLATION SUPPORT OFFICES



PUBLIC AFFAIRS (PAO) (GS-13)

- PA support to all organizations on the installation
- Community relations
- Media facilitation
- Information strategies
- Liaison between tenant organizations, garrison, and the public
- Legislative liaison
- Media operations
- Government relations (paro, koro & euro)
- Newspaper
- Manage website content

RELIGIOUS SUPPORT (RSO) CH (LTC)

- Religious services
- Rites, sacraments, & ordinances
- Pastoral care & counseling
- Religious education
- Family life ministry
- Institutional ministry
- Command & staff support
- Religious support administration
- Religious & humanitarian support
- Religious support planning & operations
- Religious support training

LEGAL (ILO)

- Administrative law
- Civil law
- Claims
- International law
- Legal assistance
- Operational law
- Training and professional development of assigned personnel
- Notary services
- Tax support
- Contract law
- Environmental law
- Military justice

CONTRACTING (ICO)

- Business advisor
- Customer service support
- Local acquisition planning
- Contract awards
- Contract preparation & administration
- Purchase card program
- Small business advocacy & socioeconomic programs
- Contingency contracting officer training
- Organic automation
- COR training

SGO

OTHER COMMAND

SMC



INSTALLATION SUPPORT OFFICES



SAFETY (ISO) GS-13

- Safety & Occupational Health
- Radiation Protection
- Accident Investigation
- Defensive Driving Course
- Range Safety
- Aviation Safety
- Workplace/Family Accident Prevention
- Risk Management Training
- Transportation Safety
- Support FP Planning
- Review MILCON
- Administer Installation Safety Council
- Review Contractor Operations For
- Motorcycle Safety Foundation (MSF)
- Explosive Safety
- Facility Inspections
- CDC, FCC, & YS Training & Inspections
- Deployment/Redeployment/ Reintegration
- Safety Awareness & Promotion
- Permit Confined Space Monitoring
- Job Hazard Analysis Consultation

EEO GS-12

- Advise GC and management officials
- EEO training
- Installation affirmative employment plan
- Complaint process management
- EEOC, DA, and federal EEO law and regulation compliance
- · Special emphasis programs

IRACO

GS-13

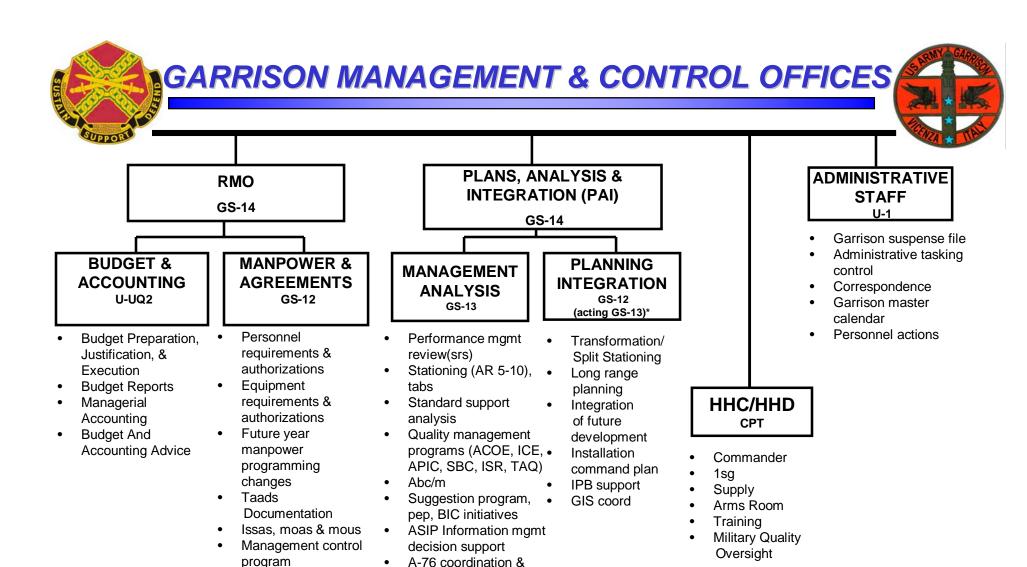
- · CFO act audit coordination
- Annual financial statement audit assistance
- Risk mitigation assessments
- Audit services
- Audit liaison services for external auditors
- Audit compliance services

Inspector General (IG)

- On behalf of the garrison Cdr, inquires and reports on the discipline, efficiency, economy, morale, and readiness of soldiers and units within the garrison.
- Executes ig inspections, assistance, investigations and intelligence oversight as directed by ar 20-1.
- Interfaces w/ higher, lateral, lower igs.
- Provides assistance to garrison soldiers, family members, civilians, and retirees.
- Provides prompt and effective resolution of requests for ig assistance, complaints and inquiries.
- Manages ig information and records.
- Processes foia requests for ig records.
- Monitor the state of the command and inform the commander and staff of trends.

SGO SMC

* Deputy IG (0-3) Position falls under USAG Vicenza



* RPA submitted

documentation

SGO UPDATE



WAY AHEAD

- Move ahead with SGO Guidance #3 Position Descriptions implementation
- Staffing structures below the Directorate level being worked at IMA-EURO, awaiting further guidance
- Continue to refine/update SGO



SGO UPDATE



Comments